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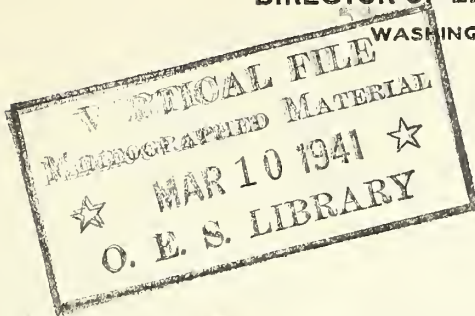
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DIVISION OF COOPERATIVE EXTENSION

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF EXTENSION WORK

WASHINGTON, D. C.



February 27, 1941

U.S. Extension Service

TO STATE EXTENSION AND EXPERIMENT STATION DIRECTORS:

Several months ago a special committee of State Extension Directors was appointed by the Committee on Organization and Policy to develop a statement on Relationships between the Extension Service and the Bureau of Agricultural Economics in carrying on Land Use Planning work. This committee has developed such a statement after considerable deliberation and consultation with interested parties, and copies of their report are attached.

Their report has been accepted and approved by the Committee on Extension Organization and Policy and by the Committee on Relationships of the Land Grant College Association.

The report also has been approved by the Federal Extension Service and the Bureau of Agricultural Economics, and while it is primarily a matter of extension and action, it should be of interest to station directors because of the present and potential demand for technical services and new research which the planning movement creates.

Very truly yours,



H. R. Jolley
Chief, Bureau of Agr. Economics.

James T. Garding
Chief, Office of Experiment Stations.

M. R. Wilson
Director of Extension Work.

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STATEMENT ON LAND USE PLANNING

By
Special Sub-Committee

✓ November 8, 1940
Association of Land-Grant Colleges and Universities

Under the Mt. Weather Agreement and memoranda pursuant thereto, Land Use Planning is now underway in 45 of the 48 states. In two additional states some portion of the work is being conducted by the State Extension Service without any formal memorandum or co-operative agreement with the Bureau of Agricultural Economics.

However, since there appears to be considerable difference in procedures and relationships in the different states, the National Committee on Extension Organization and Policy, in February of this year, set up a special committee to study the whole matter of relationships with the Bureau of Agricultural Economics in Land Use Planning. This Sub-committee is composed of directors of Extension from the different regions of the United States and has held conferences with the representatives of the Federal Extension Service, the Bureau of Agricultural Economics and other officials of the United States Department of Agriculture. As a result of these conferences the sub-committee submits the following statement:

The Mt. Weather Agreement established the frame work within which the Department of Agriculture and the Land Grant Colleges may cooperate in establishing and maintaining procedures through which farm people, technicians and administrators may join in formulating sound land use programs. It is recommended that both the Bureau of Agricultural Economics and the Land Grant Colleges adhere closely to the terms of this agreement in developing memoranda and projects. In an effort to follow closely the terms of this agreement, the Bureau and the Colleges have signed a memorandum of understanding which describes the purpose of Land Use Planning in the following terms:

"To develop an agricultural land use program in which will be correlated the suggestions and work of farmers, the State Agricultural Extension Service and Experiment Station, and the Bureau of Agricultural Economics and operating agencies of the United States Department of Agriculture....."

This work will specifically provide for:

- "(1) The systematic participation of farm people....
- "(2) The cooperative determination of desirable adjustment in land use...."

The principle of the Mt. Weather Agreement that these provisions of the memorandum of understanding emphasize is the necessity of co-operation between farmers, technicians and administrators in doing the job outlined. The seeming intent of the Mt. Weather Agreement with respect to these two points is that in all states, farmer thinking should dominate the work of the committees; and that there should be sufficient uniformity in methods of planning to permit correlation of plans on a county, state and national basis.

Federal Bureau of Agricultural Economics

The Secretary of Agriculture, who is responsible for the administration of programs of the Department, has charged the Bureau of Agricultural Economics with the responsibility for economic research and general agricultural planning. It is, therefore, the function of this Bureau to cooperate closely with the other agencies of the Department, the Land Grant Colleges, and state and local planning committees in carrying out its function as general planning agency for the Department.

As the general planning agency for the Department, the Bureau functions in a staff relationship to the Secretary of Agriculture. The Bureau further serves as a two-way channel through which the results of land use planning flow from the field to the Department in Washington and from the Department to the field. The State Land Use Committee, through its chairman, transmits its recommendations to the chief of the Bureau of Agricultural Economics through Federal Director of Extension Work. The chief of the Bureau and his staff study these recommendations and either transmit them to the proper agency of the Department for action or return them to the State Land Use Committee for further consideration. The Bureau maintains continuous cooperative and consultative relationships with the Federal Extension Service, the office of Experiment Stations, and with each action agency of the Department through appropriate liaison officers.

State Representative of the Bureau of Agricultural Economics

A State Representative of the Bureau of Agricultural Economics maintains headquarters at the Land Grant College and represents the Bureau in its relation with the college and other agencies interested in land use planning. He cooperates with Land Grant College and other agencies in developing coordinated planning activities, but he administers no educational, research, or action program, and has no administrative authority over any personnel in the state except his own staff.

Through membership on the College-BAE Committee, he cooperates in recommending the scope of work and general agricultural planning operations conducted in the state, and helps secure the active cooperation and participation of all the agencies of the Department of Agriculture in land use planning. He also serves as secretary of the State Land Use Committee and as a member of that committee participates in the development of a comprehensive land use program.

His relationships are with committees and agencies on the state level. He has no administrative authority over any Extension personnel, although he may, when he and the State Extension Director agree, assist the Extension leader in agricultural planning in servicing county and community planning committees.

State Agricultural Extension Service

Within the State, the Extension Service has administrative responsibility for leadership and technical guidance in agricultural planning; participation of farm people; and promoting the planning process on a thoroughly democratic basis. Cooperating agencies shall assist in supplying technical information and actively participate in the planning process.

County agent leaders or district Extension agents have the responsibility for the promotion and administrative guidance of land use planning committees in their respective districts. The county Extension agents have responsibility for the promotion and administrative leadership of all land use planning activities in their respective counties. Subject matter specialists have responsibility for servicing the planning committees by providing information in their respective fields.

The Extension Director serves as chairman of the State committee; the State Leader of Land Use Planning serves as chairman of the College-BAE Committee; and county agents serve as secretaries or executive officers of county committees.

Extension Leader in Land Use Planning

The Extension Leader of Land Use Planning, who is administratively responsible to the Extension Director, is actively in charge of directing and servicing the work through the Extension staff in counties and with the committees.

As a member of the Joint College-BAE Committee, the State Leader cooperates in recommending the scope of work and general operations conducted in the State and is responsible for the guidance of the Extension staff in the active development of the program. He is responsible for the methods and procedures used in conducting the work, being guided by the policies and scope of work recommended by the College-BAE Committee. He has supervision over the cooperative Extension-BAE employees and determines the channel through which all service contacts with planning committees are maintained.

State Land Use Planning Committee

The State Land Use Planning Committee has responsibility for general leadership in land use planning within the State. Some of its important functions are:

1. To Develop a land use program for the state.
 - .. (a) As an essential step in performing this task, it will consider the plans and programs recommended by county committees as a part of the basis for a comprehensive state land use program.
2. To delineate and interpret the broad outlines of land use planning and to foster the active cooperation and participation of farm people and agencies in planning and action at all levels.

3. To serve as a part of the two-way channel through which recommendations as to land use planning flow from the field into the Department of Agriculture and from the Department to the field.

The State Committee serves in an advisory capacity to all agricultural and related agencies and committees and has no administrative responsibility in carrying out any recommendation. Relationships with agencies and planning committees on the state level channel through the official representatives on the state committee, and recommendations involving legislative action are referred to existing organizations with legislative programs. Contacts with the Department of Agriculture are maintained through the chairman of the state committee, the secretary of the state committee, and all other Department agencies represented on the Committee. Reports from the state committee to the Department of Agriculture are transmitted by its chairman through the Federal Director of Extension.

The Joint Land Grant College-BAE Committee

The College-BAE Committee, composed of the representatives of the State Agricultural Experiment Station, the Extension Leader of Land Use Planning and the State BAE representative, is a technical committee acting in an advisory and service capacity to the State Land Use Committee. Some important functions of the Joint Committee are:

1. To assemble, analyze, and prepare for transmission to planning committees all available information needed in the development of land use plans and programs.
2. To consider the need for additional information on problems being studied by county and state land use planning committees and request the Agricultural Experiment Station and other research agencies to initiate necessary studies and research to obtain such information. The committee will also consider requests from land use planning committees for additional research.
3. To review and analyze the land use plans and programs recommended by county committees; clear them through the appropriate channels with respective agencies; note any omissions or discrepancies for reference back to county committees; and transmit to the State Committee the final report together with such comments and recommendations as may be appropriate.

The Joint Committee fosters working relationships with all agencies whose work relates to land use and arranges for temporary services of technical specialists as needed on special problems. Contacts with the Agricultural Experiment Station, with the Agricultural Extension Service, and with other land use agencies are made through the appropriate representative on the College-BAE Committee. Contacts with state, county, and community land use planning committees channel through the Extension Leader in Land Use Planning.

County Land Use Planning Committees

A majority of the members of the county land use planning committee are farm men and women, but since these committees have the dual responsibility for both planning and correlation, they should include in their membership the official representative of each agency in the county whose program has land use implications. Some of the important functions of the county land use committee are:

1. To carefully study and analyze local conditions and problems and develop a sound agricultural land use program for the county, in the carrying out of which each agricultural agency can make its maximum contribution.
2. To cooperate with the several agricultural agencies in the county in making recommendations for action which will result in more effective functioning and correlation of their land use activities.
3. To foster and initiate such activities as may be necessary to promote all phases of land use planning and to carry out most effectively the recommendations in the county program.

In its relations with the agencies and legally constituted bodies, the county committee serves in an advisory and not in administrative capacity. County committees will work with local representatives of action agencies in regard to action on recommendations and will make every effort to secure favorable adjustment on the county level before referring the matter to the proper state committees.

Community Land Use Planning Committees

Community Agricultural Planning Committees provide for the participation of farm people in land use planning and are, therefore, the cornerstone of such planning. Such committees should be established on the basis of natural associational functions or groupings of people rather than on arbitrary or artificial areas determined by physical or political considerations.

With experience and training, popular election of committee members is advisable, but in initial stages, the county agent should consult representatives of the other agricultural agencies and farm people in securing mutually satisfactory committeemen. Some of the functions of community committees are:

1. To study and analyze the situations and needs of the community arising from existing land use and related problems.
2. To assist the county committee in the formulation of recommendations and in the development of county land use programs.
3. To assist the county committee and interested agencies in initiating those phases of the county program that apply to their respective communities.

Jno. R. Hutcheson,	E. H. White
Chairman	J. C. Taylor
J. W. Burch	Paul E. Miller
H. C. Ramsower	J. E. Carrigan

Accepted by the Committee on Organization and Policy and transmitted to the Executive Committee, Land-Grant College Association, November 11, 1940. Referred by Executive Committee to Committee on Relationship. Approved by Committee on Relationship. C. E. Ladd, Chairman.

